



IFS-HR

E-Mail Newsletter

April 2005

IFS-HR

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We're on the Web!
ifs.intranet.state.nv.us

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ifs_hr_helpdesk@ifs.state.nv.us

Spring has sprung! By Cynthia Baumann

Finally the cold, cloudy days are behind us and it's sunny skies again! Spring has sprung! Birds chirpin', daffodils in bloom. Aaahhh, how nice! But wait... The legislative hearings are in full swing. Oh well, it was a nice visual for a moment.

Like most of you, we are busy with Session and trying to keep the regular day-to-day activities moving along. This is our busiest time of year because the legislative session could bring *many* changes to our system. Some of those changes could involve Occupational Study changes, raises...possibly, any agency movement, and rolling over to the new fiscal year with position funding, (to count just a few).

Onward...

I hope the legislature is very good to you this year! Have a wonderful Spring!

NEATS and HRDW By Tricia Buckner

As the boss says, Spring is here!!! I suggest we all set up our desks outside so we can enjoy the weather!

This has been a busy couple of months so far! I've been training agencies who are rolling out on NEATS, and great news...Department of Taxation and Supreme Court are now *successfully* using NEATS Timekeeping and Employee Data Capture!

Please email me at tbuckner@ifs.state.nv.us if your agency/department is interested in utilizing the NEATS Timekeeping and Employee Data Capture!

We have also been very busy getting the NEATS Help System (Powered by RoboHelp®) available to our users. With great effort from all of our staff here at IFS-HR, you can now click on Page Help in the top right-hand side of any page in NEATS and get assistance ranging from training instructions to overtime reason code explanation on timesheets. We are very excited to implement this feature, so please check it out!

Since the implementation of HRDW (HR-Data Warehouse), IFS-HR hasn't given any formalized training on how to navigate in HRDW. I would like to take this opportunity to ask current users if you would be interested in having specialized classes. Please email me and let me know the specific areas you would like to receive training in.

Do you need to know the employees in your agency who are receiving a special salary adjustment?

The HRDW has that information for you.

Click 'Current Salary Adjustments' under the 'Payroll' heading.

HR Data Warehouse
State of Nevada
Warehouse current as of March 25, 2005 11:35 PM
User Home

Home | Feedback | Site Help | Logout
User: TRICIA BUCKNER [TBUCKNER]

Messages
System Notifications
[Welcome to the HRDW](#)
[HR DW Routine Maintenance/Load Schedule](#)
Forwarded Inquiries

Saved Inquiries
Personal [\[Administer...\]](#)
[Please enter a query title.](#)
[leave activity FY2000](#)
[Employee roster](#)
[Please enter a query title.](#)
[dcfs position](#)

Master Inquiry List
For assistance in choosing the most appropriate inquiry section, refer to the online help system (Site Help link in the upper right corner).
Payroll
[Payroll Accounting - Budget Status Research](#)
[Payroll Accounting - Job/Project Cost Research](#)
[Current Salary Adjustments](#)
[Employee Paychecks](#)
Time and Leave
[Employee Timesheets](#)
[Timesheet Reconciliation](#)
[Internal ID / SSN List](#)
[Part-time Hours Tracking](#)
[Special Purpose Leave Analysis](#)
[Time Data Extract](#)
[Quarterly Overtime Analysis using Check Date](#)
[Quarterly Overtime Analysis using Event Date](#)
[Leave Activity Analysis](#)
[Leave Balance Analysis](#)
Personnel
[Employee Rosters / Action History](#)
[Personnel Action Analysis](#)
[Position Rosters / Action History](#)
[Employee Action History](#)
[Position/Incumbent History](#)
[Employee Evaluations](#)
[Duty Location Code](#)
Work Force Demographics
[Work Force Actions Analysis](#)
[Work Force Roster Analysis](#)

Your Agency and (Home) Organization information will be displayed. The roster view will display Last Name, First Name, Employee ID, Appointment ID, Position ID, Event Code (type of adjustment), Pay Percentage, Effective Date, Expiration Date (if any) and the Last Update Date (date the last ESMT was processed on that employee).

HR Data Warehouse

[Home](#) | [Feedback](#) | [Site Help](#) | [Logout](#)

State of Nevada

Warehouse current as of March 25, 2005 11:35 PM

User: TRICIA BUCKNER [TBUCKNER]

Special Salary Adjustments

Special Salary Adjustment - Roster View

[Page Help](#)

Agency:	
Organization:	

Action: [Download](#) | [Save](#) | [Forward](#)

Last Name	First Name	Empl ID	Appt ID	Position ID	Event Code	Pay Percent	Effective Date	Expiration Date	Last Update Date
				0362	PSACB	5	01/24/2005		01/24/2005
				0313	PSACB	5	09/27/2004		10/11/2004
				0092	PSACB	5	01/19/2004		01/24/2004
				0411	PSACW	5	01/14/2005	07/14/2005	03/16/2005
				0091	PSACB	5	03/22/2005		03/22/2005
				0113	PSACB	5	10/06/2004		10/22/2004
				0065	PSACB	5	07/01/2004		06/30/2004
				0604	PSACB	5	07/01/2004		06/30/2004
				0129	PSACB	5	09/27/2004		09/27/2004
				0301	PSACB	5	11/15/2004		01/13/2005
				0206	PSACB	5	10/25/2004		11/09/2004
				0293	PSACB	5	12/06/2004		02/28/2005
				0396	PSACB	5	10/12/2004		10/25/2004
				0329	PSACT	5	02/11/2005	07/01/2005	03/15/2005
				0315	PSACB	5	10/11/2004		10/22/2004
				0318	PSACW	5	11/01/2004	04/30/2005	11/09/2004



Quick Tips from the Help Desk

By Jessie Silvestri and Michelle Dufrisne

ATTENTION NEATS USERS

The IFS-HR Help Desk has received several calls because users are not using the correct link to access the website.

There are two NEATS websites. One for 'internal users' (State of Nevada employees who are paid through the Central Payroll (CNTL), Nevada Department Of Transportation (NDOT), and the Public Employees Retirement System (PERS)). To access NEATS, go to the IFS web page <http://ifs.intranet.state.nv.us> and click on the NEATS button, OR type in <http://neats.state.nv.us/NEATS>

External users are anyone who is not listed above (i.e., University System employees, LCB, contract employees, etc.). To access the external site, type in <http://training.state.nv.us/NEATS>



Procedure Updates

To update your procedure manuals, please print the latest IFS-HR procedure revisions located on the IFS-HR website at ifs.intranet.state.nv.us.

NOTE: Revised procedures will have the new date on the page that has been revised. If you have difficulty accessing these revisions, please contact the IFS-HR Help Desk at 775-684-8696.



ADVANTAGE™-HR Training Calendar

Contact Debbie Tippet at 775-684-5325
for questions regarding training classes.

April thru December 2005

Advantage classes are held quarterly. This quarter's training for Navigation, Timesheet and ESMT are being held in January. Please enroll through NEATS. (*ADVANTAGE™ Navigation is a prerequisite for Time Sheet Entry and ESMT.*)

Class	Date	Time	Location
ESMT Entry	April 6, 2005	8:30a-12:00p	Carson City
ESMT Entry	April 27, 2005	8:30a-12:00p	Carson City
Navigation	June 1, 2005	9:00a-12:00p	Carson City
Timesheet Entry	June 1, 2005	1:30p-4:30p	Carson City
Navigation	August 10, 2005	9:00a-12:00p	Carson City
Timesheet Entry	August 10, 2005	1:30p-4:30p	Carson City
Navigation	October 12, 2005	9:00a-12:00p	Carson City
Timesheet Entry	October 12, 2005	1:30p-4:30p	Carson City
Navigation	October 17, 2005	1:30p-4:30p	Las Vegas
Timesheet Entry	October 18, 2005	9:00a-12:00p	Las Vegas
ESMT Entry	October 18, 2005	1:30p-4:30p	Las Vegas
Record Certification	October 19, 2005	9:00a-12:00p	Las Vegas
Navigation	December 7, 2005	9:00a-12:00p	Carson City
Timesheet Entry	December 7, 2005	1:30p-4:30p	Carson City

Please check the IFS-HR website for exact dates and times.

LOCATION/SITE ADDRESSES

CARSON CITY

IFS-HR
727 Fairview Dr.
Carson City NV

LAS VEGAS

Professional Development Center (PDC)
701 N. Rancho
Las Vegas NV

To sign up for an ADVANTAGE IFS-HR class, you must complete a confidentiality agreement and register on-line in NEATS. The confidentiality agreement form is located on the IFS-HR website at ifs.intranet.state.nv.us/T or are available from the IFS-HR Help Desk at 775-684-8696.

* Classes are subject to change or cancellation, depending on enrollment.